Wide Area Workflow: Electronic Invoicing

Wide Area Workflow Overview

Presented by:

Navy WAWF Office

Today's Agenda

WAWF OVERVIEW

WAWF HANDS-ON or DEMO

Q&A

Wide Area Workflow

What is WAWF?

- WAWF stands for **W**ide **A**rea **W**ork **F**low. It is a system used by contractors to invoice and by government officials to accept and certify for goods and services.

- Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process

Why WAWF?

- OUSD Memo of 14 JUL 2004
  - *Mr. Wynne – WAWF is DoD technical solution*

- ASN (RD&A) Memo of 25 JAN 2006
  - *Dr. Etter – Navy implementation of WAWF*
  - *Set FY07 & FY08 targets of 80% & 100%, respectively*

- ASN (RD&A) and FMO Joint Memo of 16 MAR 2007
  - *Dr. Etter – BSO responsibility in WAWF deployment*
  - *Fin & Acq WAWF deployment leads req'd*
  - *WAWF must be fully deployed by end of FY08*

- FMO of 25 SEP 2007
  - *Mr. Mark Easton – Funds Administrators must provide LPO DoDAAC*

WAWF Has Significant Benefits
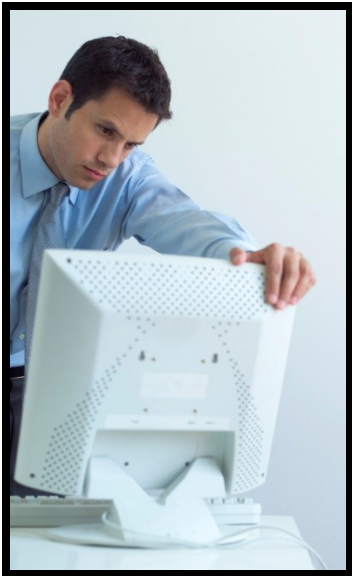
- Cost/time savings

- On Time Payment & Faster Processing Time

- View documents and status at any time

- Correct and resubmit documents online

- Immediate feedback when government rejects a document

- Audit trail displays comments for every rejection

- Secure transactions with audit trail

- Electronically record inspection & acceptance

- View documents and status at any time

- Real-time processing

- Reduced interest penalties on late payments

- Fewer lost and misplaced documents

- Less re-keying and higher data accuracy

- Maximize vendor-offered discounts

WAWF Has Significant Benefits

- **Reduces interest payments**
  - Vendors paid on time
  - Electronic vice snail mail
- **Reduces DFAS pmts (FY09 est.)**
  - One Pay
    - Manual - $24. 61
    - Electronic - $5.55
    - Savings - $19.06

Navy is working on an SPS-MOCAS feed that will enable the Navy to receive the electronic rate for MOCAS contracts issued from SPS.

WAWF Roles

ROLE TYPE	DESCRIPTION
Vendor	The Vendor (contractor or supplier) is responsible for initiating the Receipt and Acceptance process in WAWF. After goods and / or services are delivered according to contract terms, the Vendor electronically creates and submits the Invoice and Receiving Report documents in WAWF.
Inspector (usually optional)	The Inspector is the individual that examines the goods and / or services if it is required by the contract. The Inspector is responsible for electronically indicating inspection in WAWF on the Receiving Report and also has the ability to add quantity received.
Acceptor	The Acceptor is responsible for digitally signing the Receiving Report to signify acceptance or rejection of goods and / or services. Often times the Inspector and Acceptor are the same individual. The WAWF Acceptor role is also utilized by the ACO to approve final Cost Vouchers.
LPO/LPO Reviewer	The LPO is will certify Invoices and is responsible for adding Long Lines of Accounting on the Invoice in addition to certifying the Invoice and reviewing the Receiving Report for Combo documents. Usually this individual is listed under the "Mail Invoices To" section on a contract. *DD Form 577 must be completed and sent to DFAS.

WAWF Roles

ROLE TYPE	DESCRIPTION
Administrative Console/Group Administrator (GAM)	Manages user roles at the his/her DoDAAC, activates new users and deactivates/archives roles of those who no longer need access to the DoDAAC, and establishes organizational email addresses for the DoDAAC.
View Only Roles	Allow visibility to documents without the ability to take action. All users should register for the view only role(s) associated with their WAWF roles(s).
Cost Voucher Approver	DCAA official who has authority to approve Cost Vouchers.

Documents are Routed Through WAWF According to DoDAACs Entered by Vendor

Contracting Officers & Requiring Activities Have Key Roles in WAWF Deployment

- **Ensure Contract is Formatted for WAWF usage:**
  - Include DFAR clause 252.232-7003
  - Include appropriate DoDAACs in WAWF Routing Table
    - *provided by Requiring activity*

- **Well Documented Requirements = Well Written Contract**
  - Ensures medium/small sized businesses are paid in a timely manner
  - Eliminates interest penalties for late payments

Routing Table Lists Data Required by WAWF For a Successful Invoice Submission

Document Type	2-n-1 for Service Contracts / Combo for goods or combination of goods and services / Cost Voucher for Cost Reimbursable contracts
Contract Number	N00189-08-C-1000 or GSA # if applicable
Delivery Order Number (if applicable)	If applicable
Issued By	N00189
Admin By	N00189
Ship To or Service Acceptor/Approver	N61463
Acceptance at Other	If applicable
LPO (Certifier)	N00052
Pay DoDAAC	N68732 (sample OnePay) l HQ0339 (sample MOCAS)
Acceptor/LPO Email	William.Blake@navy.mil

Who Needs to be Involved?

EVERYONE!! Communication is Key!

***Requesting Activity* identifies req't/nominates COR/TPOC/COTR**
- *Identifies Ship To or Service Acceptor/Approver DoDAAC*
- *Provides email address of COR/TPOC/COTR*
- *Activates DoDAAC in WAWF—if no GAM identify and register GAM*
- *Nominated COR/TPOC/COTR registers in WAWF*

***Comptroller's Office* – funds req't**
- *Identifies LPO DoDAAC on funding document (e.g., attaches WAWF routing table to funding doc)*
- *Activates DoDAAC in WAWF—if no GAM identify and register GAM*
- *Indicates that the contract invoices will go through WAWF*
- *LPO registers in WAWF*

For FFP contracts, acceptance will take place at the COR/TPOC/COTR's

Who Needs to be Involved?

***Contracting* writes contract– requirements package should include at a minimum:**

- **COR/TPOC/COTR contact info, including email**
- **Ship To or Service Acceptor/Approver DoDAAC—Where goods are being shipped, services are being accepted, or final CVs are being approved**
- **Acceptance at Other DoDAAC (if applicable)—Where acceptance is completed if other than the Ship To DoDAAC**
- **LPO DoDAAC (if applicable)—To whom the funds belong; Funds Administrator**
- **Activity DoDAAC must be active in WAWF and all users (i.e., Acceptor, LPO) must be registered**

***Vendor* invoices in WAWF**

***COR/TPOC/COTR* – Accepts in WAWF**

***LPO* – Certifies in WAWF**

Transaction for Others (TFO) Crosswalk

- WAWF Transaction for Self (TFS)—certifying for Navy Funds on the FADA
  - SDN, AAA, ACRN(s)

- WAWF Transaction for Other (TFO)—certifying for non-Navy agencies not on the FADA
  - SDN, AAA, ACRN(s)
  - Additional fields as specified by the LOA Job Aid on the DASN One Source site: http://acquisition.navy.mil/content/view/full/99

WAWF Can Be Used to Create & Process a Number of Documents Electronically…

- Stand Alone Invoice

- **Invoice as 2-in-1 (Services Only)** – for non-cost reimbursable service contracts

- Commercial Item Financing

- Performance Based Payment

- Stand Alone Receiving Report

- **Invoice and Receiving Report (Combo)** – for supply contracts or mix of service & supplies / only doc type that allows for "short pay"

- **Cost Voucher** – Cost Reimbursable Contracts; DCAA audit required and ACO approval on final CV

WAWF Can Be Used to Create & Process a Number of Documents Electronically...

- Grant and Cooperative Agreement Voucher

- Navy Construction / Facilities Management Invoice

- Progress Payment (not available for One Pay)

- Fast Pay – Contract must include Fast Pay clause 52.213

- Construction Payment Invoice (not available in One Pay)

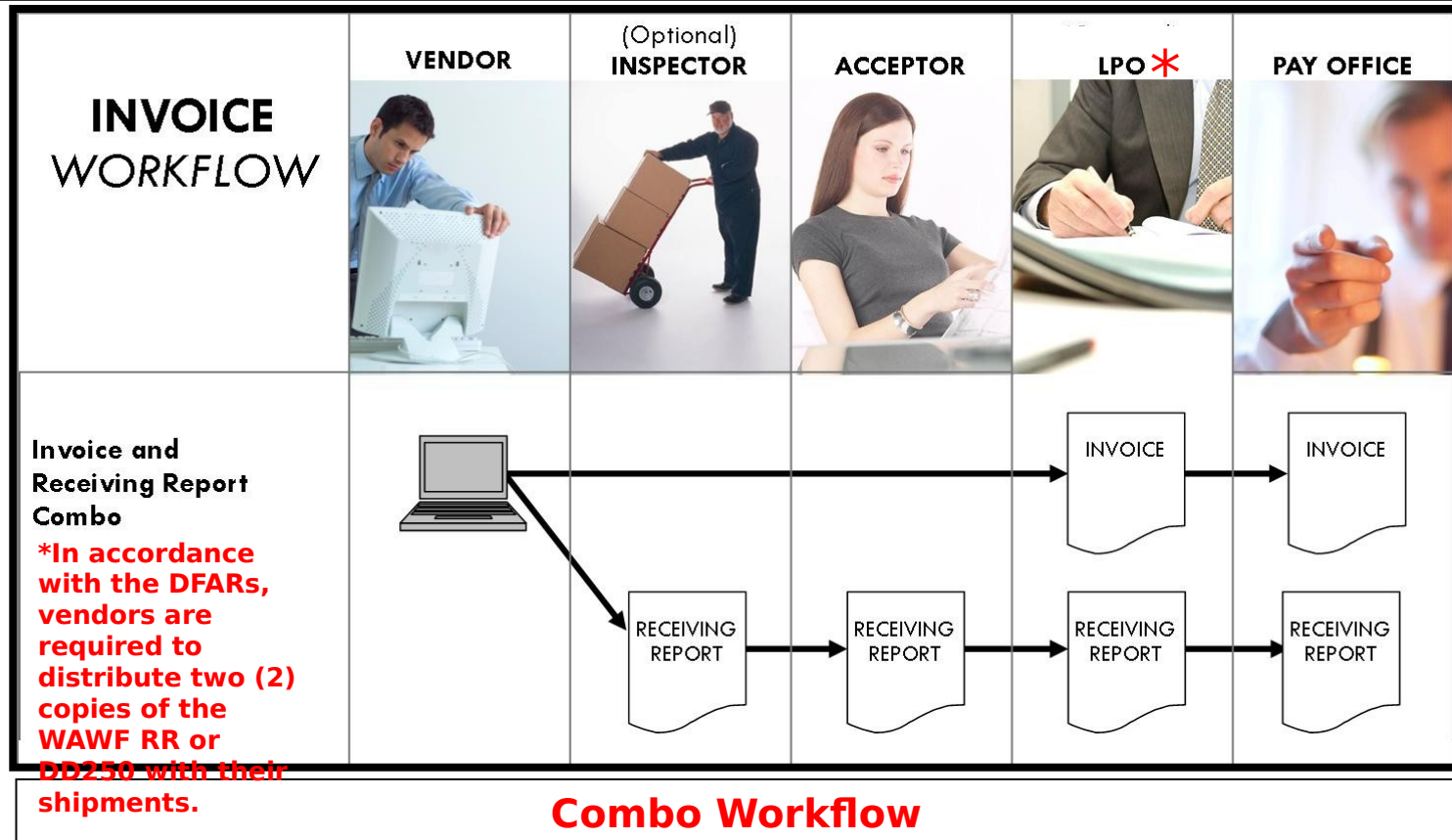- Misc. Pay – Vendor or Government initiated

Invoice 2-in-1 is Routed from Vendor to Inspector, Acceptor, and then to LPO Before it Ends at Payment Office
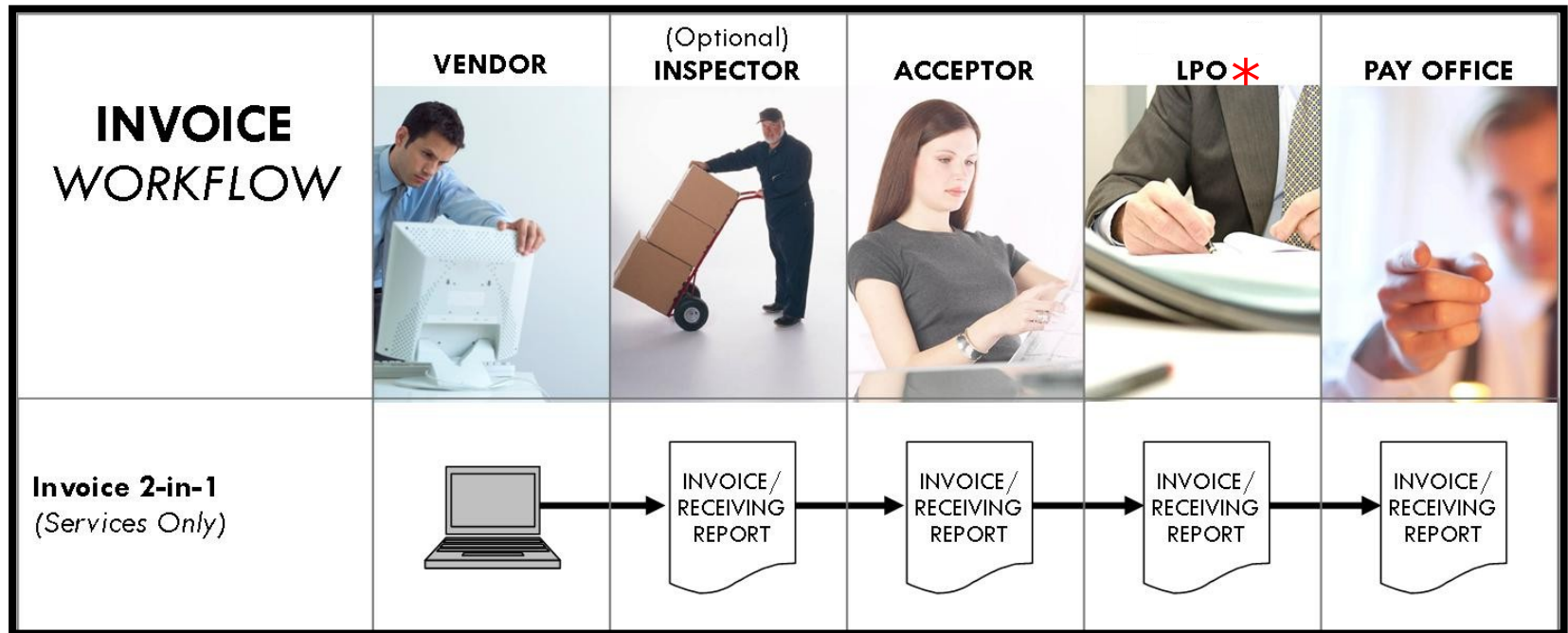
Invoice and Receiving Report Travel as One Document

* **The LPO role is required for OnePay, optional for CAPS, not available for MOCAS**

Combo Documents are Routed Separately Through WAWF

Combo Workflow

*The LPO role is required for OnePay, optional for CAPS, not available for MOCAS

Acceptance at Other – When the Acceptance is not done at the Ship To Location

- Sometimes supplies or services will be shipped to one location, but will be accepted at another location.

ITEM NO SUPPLIES/SERVICES QUANTITY UNIT
000103   Each
Ship To Address
FFP
DISA - FT MONMOUTH
DoDAAC# W15P60
BLDG 283 (SQUIER HALL)
SHERRILL AVE
ATTN: MAUREEN KIRLIN, 732-427-6806
FT MONMOUTH, NJ 07703-5613
QTY 15
FOB: Destination
PURCHASE REQUEST NUMBER: DSIPR56717

As prescribed in DFARS clause 252.232-7003 Electronic Submission of Payment Requests
Contractors must submit invoice payment requests in electronic form; paper copies wi
accepted or processed for payment. To facilitate this electronic submission, the Defense
Agency (DISA) has implemented the DOD sanctioned Wide Area WorkFlow-Receipt and A
RA) to process invoice payments. Contractor's invoice payment requests must be electronic
WAWF-RA to the Invoice/Acceptance Officer identified below. **For payment problems r**
RA, contact the Invoice/Acceptance Officer.

Invoice/Acceptance Officer: Deborah Yates
Phone Number: 703-681-2082
E-Mail Address: deborah.yates@disa.mil
Ship To DoDAAC:HC1001

Acceptance at Other – When the Acceptance is not done at the Ship To Location

1. The Vendor will need to change the Acceptance point to "Other" when selecting the document type to create.

Acceptance at Other – When the Acceptance is not done at the Ship To Location

2. The vendor will need to put the Ship To DoDAAC in the "Ship to Code" box and the Acceptor DoDAAC in the "Acceptor at Other DoDAAC" box.
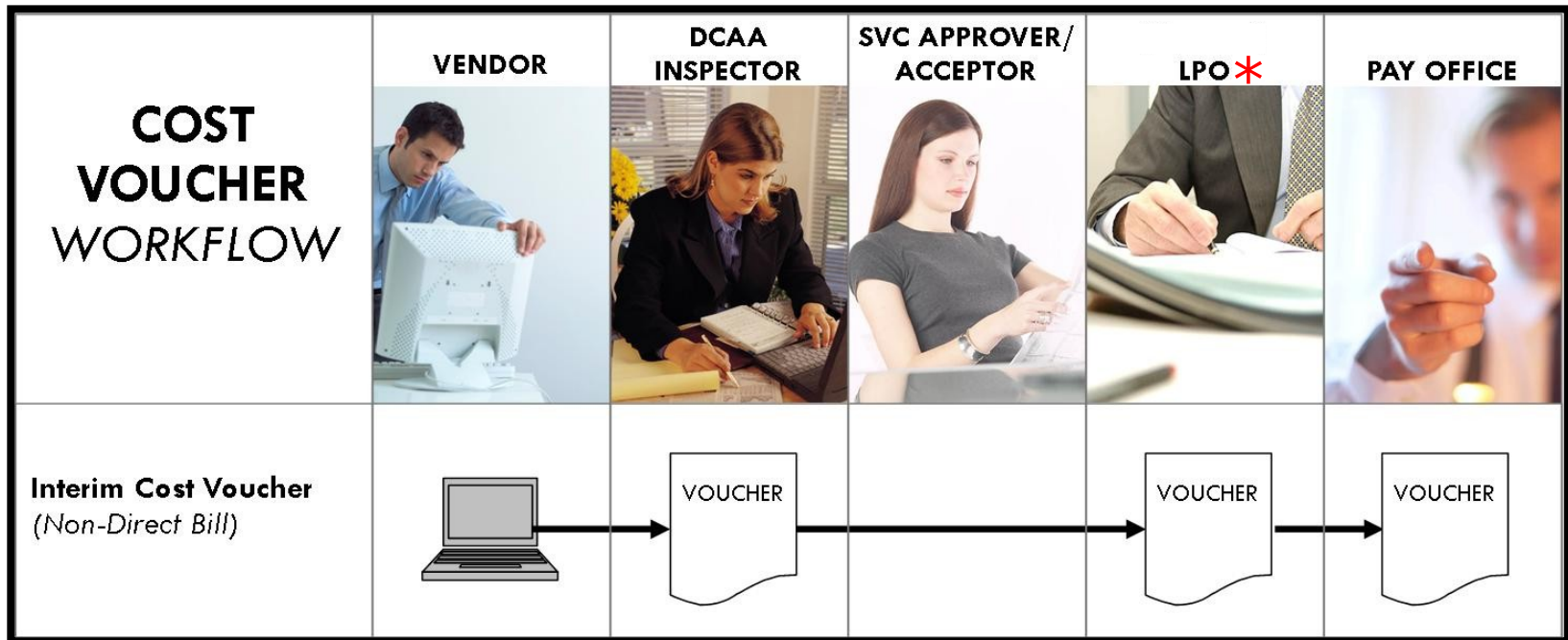
Cost Vouchers

Used to invoice for
- Cost Reimbursement Contracts
- T&M Contracts
- LH Contracts

There are three kinds of cost vouchers
- Interim Voucher
- Direct Voucher
- Final Voucher

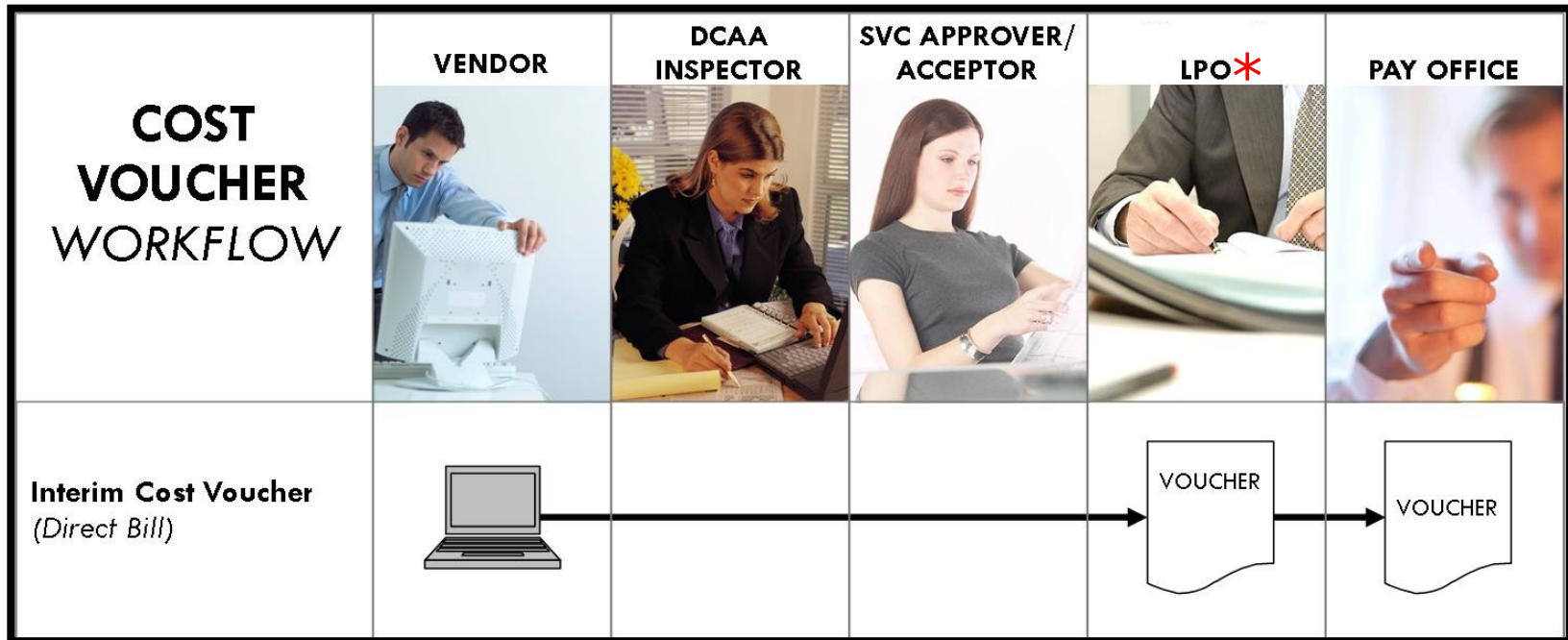# An Interim Voucher is submitted to the DCAA Auditor for inspection.

Interim Voucher Workflow

* **The LPO role is required for OnePay, optional for CAPS, not available for MOCAS**

Vendors with Direct Bill Authority submit Direct Vouchers instead of Interim Vouchers.
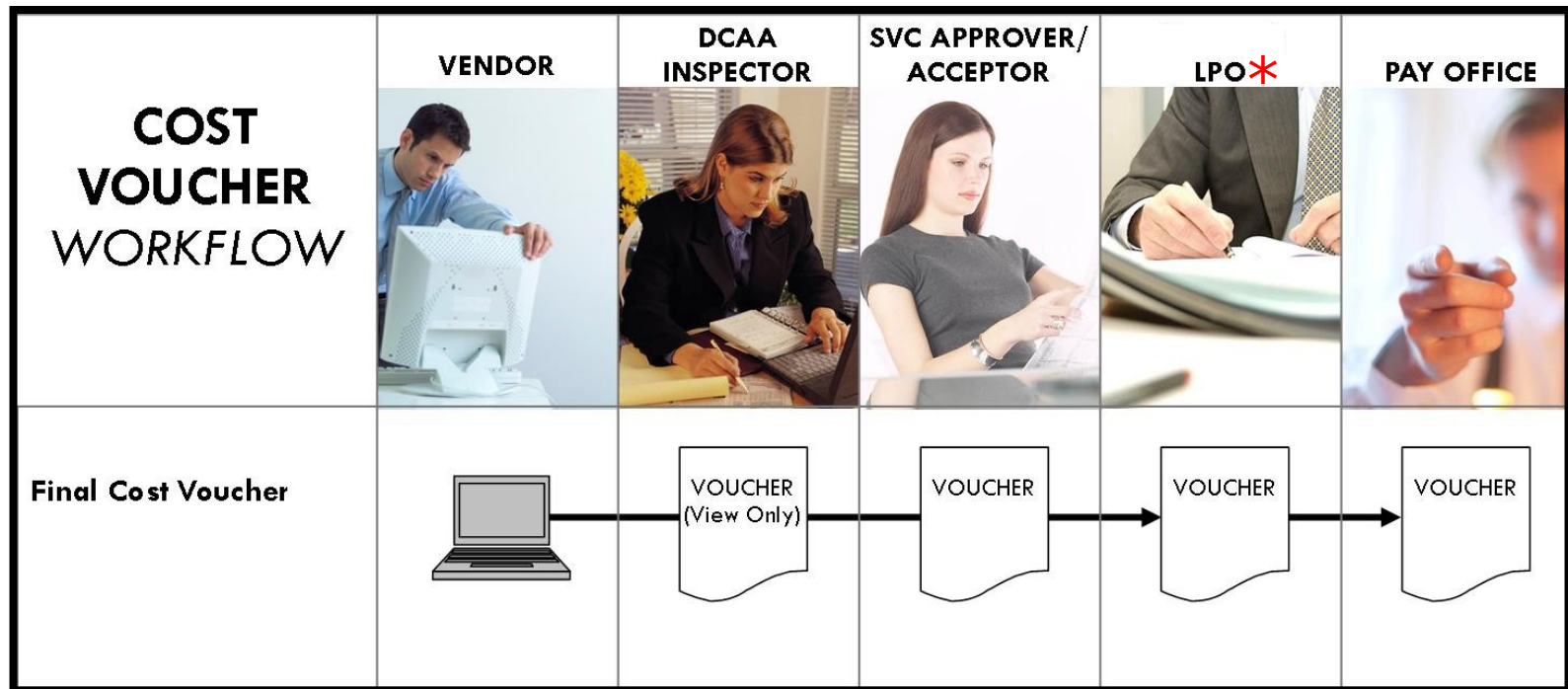

Direct Voucher Workflow

*The LPO role is required for OnePay, optional for CAPS, not available for MOCAS

Final Vouchers must be approved (from acceptance folder) by the Service Approver/Acceptor.

Final Cost Voucher Workflow

*The LPO role is required for OnePay, optional for CAPS, not available for MOCAS

Cost Voucher—Additional copies of the invoice must be provided in accordance with contract instructions

- ACO will approve Final Vouchers (from Acceptance Folder).
- <u>For FISC Contracts:</u> Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Contracting Officer's Representative (COR) if applicable.
  - In order for CORs to receive a copy of the invoice via email, their email addresses must have been provided to the contracting office along with the funding document.
- <u>For FISC Contracts:</u> Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified to receive a copy in the contract.
  - In order for additional individuals to receive a copy of the invoice via email, their email addresses must have been provided to the contracting office along with the

Cost Voucher— WAWF Visibility of the Documents

Interim/Non-direct CV Workflow:

Acceptors/LPOs should register against any of the following roles: (ranked in order of suggestion):

o Acceptor View Only. (note: LPOs should register against this role if contracts are paid via MOCAS)

o LPO View Only (if OnePay).

o Admin By View Only.

o DCAA View Only Role.

Direct CV Workflow:

Acceptors/LPOs should register against any of the following roles (ranked in order of suggestion):

o Acceptor View Only Role. (note: LPOs should register against this role if contracts are paid via MOCAS)

o LPO View Only (if OnePay).

o DCAA View Only Role.

o Admin By View Only.

Final CV:

CORs/Acceptors/LPOs should register against any of the following roles (ranked in order of suggestion):

o LPO View Only (if OnePay).

o Acceptor View Only Role against ACO's DoDAAC.

o Admin By View Only.

WAWF Allows Users to Send Multiple E-mail Notifications

- Email notifications are automatically sent to organizational emails of CAGE and DoDAACs involved.
- Users can send additional e-mail notifications following an action. (Individual Acceptor/LPO receives email notification if vendor enters email addresses on the email distribution.
- E-mail addresses are saved for future use, but defaults to "Do not Send" button. Users must click the "Send" button to ensure an additional email notification is sent.

Initiator Email Distribution

Use the fields below to include additional email addresses.
Please add only one address per field.

Submit   Return   Reset   Page Help

Sample Email Notification

Subject: N4008507C3000\ \1L1A9\ \CI2N1\CFH\CFH\ \ \Submitted

Action DoDAAC\Ext:
Document Type: Invoice 2-in-1 (Services Only)
Status: Submitted
Acceptance Date:
Processed Date: 2006/11/07
Contract Number: N4008507C3000
Delivery Order Number:
Contract Issue Date:
Vendor CAGE\Ext: 1L1A9
Shipment Number: CFH
Shipment Date: 2006/11/07
Invoice Number: CFH
Invoice Date: 2006/11/07
Has been Submitted by Tyler Moon on 2006/11/07. Status is Submitted.
THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS
    EMAIL.

Understanding Status Codes Will Help You Determine Where a Document Is Within the Workflow

- **Submitted:** Has been created by Vendor and is awaiting initial Government action

- **Inspected:** Has been inspected.

- **Accepted:** Has been accepted and is in the LPO/LPOR's folder.

- **In-Process:** Cost Voucher has been reviewed by the DCAA Reviewer.

- **Approved**: Cost Voucher has been signed by the DCAA Approver.

- **Pre-Certified:** Has been reviewed by a Local Processing Office Reviewer

Understanding Status Codes - continued

- **Processed:** Document is in the Entitlement System. A "Processed" document will be archived after 120 days.

- **Suspended:** Is placed into Suspended status by the payment system. DFAS has 7 days to research.

- **Certified:** Document has been made recallable to the LPO. LPO must look in History Folder to query/recertify the document.

- **Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required Folder to query/recertify the document.

- **Rejected:** Has been sent back to the Initiator by the Government.

Understanding Status Codes - continued

- **Resubmitted:** Has been corrected by the Initiator and resubmitted for action (only seen following a rejection).

- **Void:** No user can take action on this document. Voided documents are archived after 120 days.

- **Hold:** Has been placed in the Hold Folder. Do not put documents on Hold.

Self-Registration Tips

- Self-Register at https://wawf.eb.mil
- For initial registration (including CAC users), use the User ID and Password logon method
- CAC users can convert to CAC login after user ID is activated by the GAM
- When registering, do not enter an extension unless instructed to do so by your GAM (extension ≠ phone extension)
- If "No groups in the system…" pop-up appears, please contact the DFAS eSolutions Helpdesk at 1-877-251-9293 to have your DoDAAC activated in WAWF
- Contact Ogden Help Desk if you do not receive a temporary password via email (Note: Temporary password will expire within 48 hours upon email receipt)
- For detailed self-registration instructions visit the DASN WAWF Website http://acquisition.navy.mil/content/view/full/99

WAWF's Security Time-Out Function Limits the Session to 30 Minutes of Inactivity

- 5-minute window to click pop-up window's OK button
- Data not submitted will be lost
- Complete WAWF actions in one sitting

You Must Log Out From WAWF for Security Reasons to Prevent Unauthorized Access

- Click the link, then close your browser

Additional WAWF Resources

- **WAWF Production Site**
  - https://wawf.eb.mil

- **WAWF Practice Site**
  - https://wawftraining.eb.mil

- **DFAS Customer Service Support**
  - http://www.dfas.mil/ --1-800-756-4571

- **WAWF Web Based Training Site—PowerPoint-based Training**
  - http://www.wawftraining.com

- **DASN WAWF Website—WAWF Resources and Quick Reference Guides**
  - http://acquisition.navy.mil/content/view/full/99 (Click Government Information)

- **DFAS eSolutions Helpdesk**
  - **1-877-251-9293**
  - CCL-EC-Navy-WAWF-Helpdesk@dfas.mil

- **Ogden Help Desk**
  - **--1-866-618-5988 (4:30am to 10:00pm MT)**